

Applicant Screening



Name: _____ Date: _____

Address: _____ Telephone: _____

Position Interviewed For: _____

Date Available: _____

Present Position: _____

For Evaluation, place an "X" along the continuum

Job Experience |____| |____| |____| |____| |____| |____| |____| |____|
Unrelated Moderately Related Highly Related

Ability to learn |____| |____| |____| |____| |____| |____| |____| |____|
Questionable Seems Positive Proven Ability

Attitude |____| |____| |____| |____| |____| |____| |____| |____|
Poor Satisfactory Excellent

Availability |____| |____| |____| |____| |____| |____| |____| |____|
Very Limited Some Restrictions Excellent

Ability to Communicate |____| |____| |____| |____| |____| |____| |____| |____|
Questionable Satisfactory Excellent

Cooperation |____| |____| |____| |____| |____| |____| |____| |____|
Uncooperative Somewhat Cooperative Very Cooperative

Motivation |____| |____| |____| |____| |____| |____| |____| |____|
Low Average High

Countenance |____| |____| |____| |____| |____| |____| |____| |____|
Disagreeable Personable Outgoing

Comments: _____

Recommended for Hire: Yes No Not Sure

Signature of Interviewer: _____